FACULTE SAINT-JEAN LIBRARY

ANNUAL REPORT

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SUBMITTED TO THE CHIEF LIBRARIAN AND DIRECTOR OF LIBRARIES

UNIVERSITY OF ALBERTA

Submitted by,

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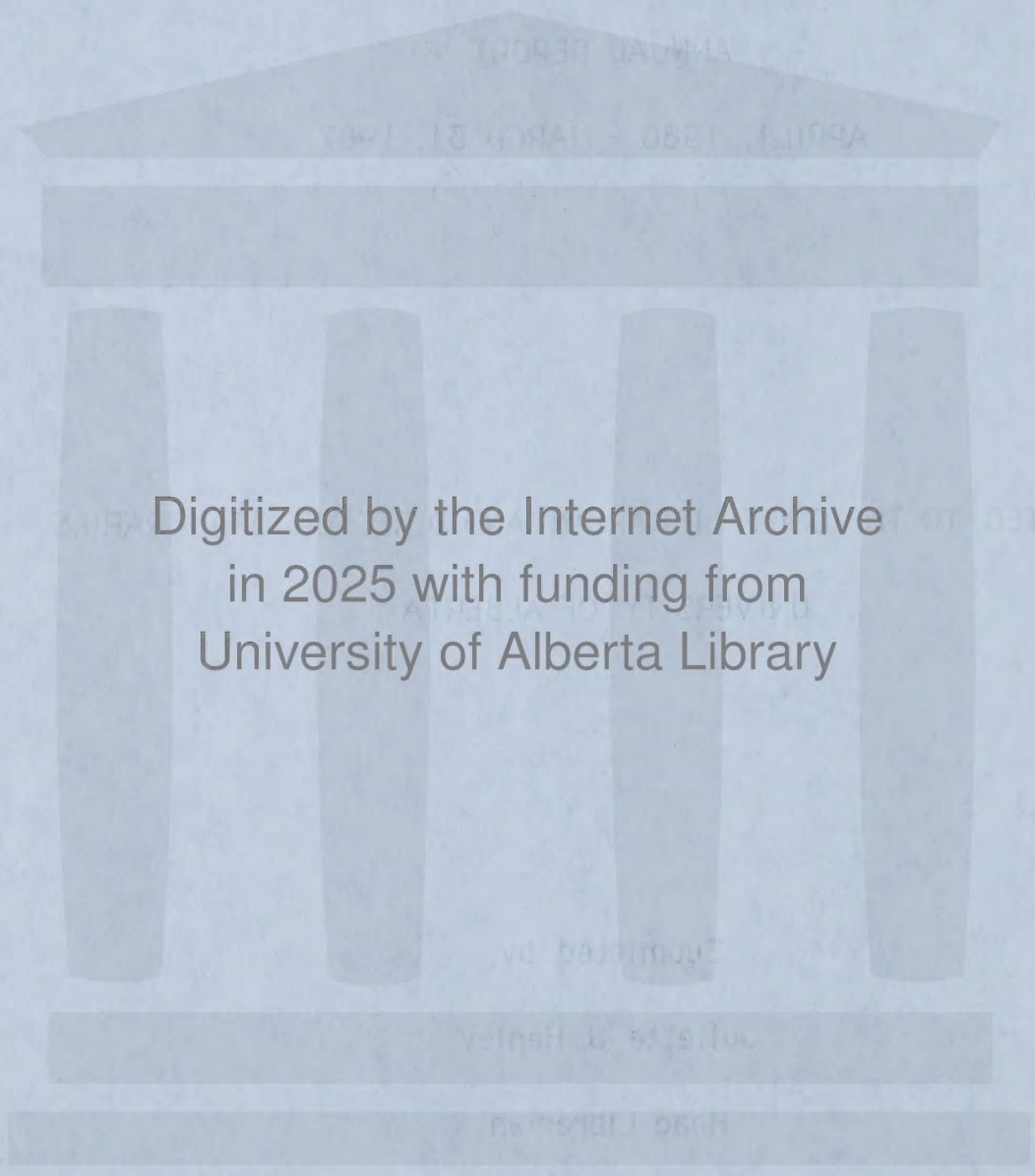
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Table of Contents

		Pages
1. INTRODUCTION		1
2. ADMINISTRATION		4
2.1	Personnel	4
2.2	Budgets	6
2.3	Outside Funding	8
2.4	Space - Physical Facilities	9
2.5	Other Projects	11
3. COLLECTIONS		12
3.1	Retrospective Development Project	12
3.2	North American Collections Inventory Project (NCIP)	13
3.3	Collection Enhancement	13
3.4	Collection Management	13
4. PUBLIC SERVICES		16
4.1	Hours of Service	16
4.2	New Services	16
4.3	Circulation and Reserve	16
4.4	Interlibrary and Departmental Loans	17
4.5	Reference Service and Automated Searches	18

Pages

4.6 Library Orientation and Instruction 18

4.7 Annual Evaluation of Library Services 19

5. TECHNICAL SERVICES 21

5.1 The Enhancement Project 21

5.2 Results of the Project and Work Accomplished 22

5.3 Future projects 23

6. CONCLUSION 25

APPENDIX 1 Statistical Tables 26

APPENDIX 2 Library Personnel 36

APPENDIX 3 Organizational Chart 38

APPENDIX 4 Operational Budget 39

APPENDIX 5 Items Obtained Through the Capital Budget 40

APPENDIX 6 Materials Budget 41

APPENDIX 7 Donations to the Faculté Saint-Jean Library 43

Pages

4.6 Library Orientation and Instruction 18

4.7 Annual Evaluation of Library Services 19

5 TECHNICAL SERVICES 21

5.1 The Enhancement Project 21

5.2 Results of the Project and Work Accomplished 22

5.3 Future projects 23

6 CONCLUSION 25

APPENDIX 1 Statistical Tables 26

APPENDIX 2 Library Personnel 36

APPENDIX 3 Organizational Chart 38

APPENDIX 4 Operational Budget 39

APPENDIX 5 Items Obtained Through the Capital Budget 40

APPENDIX 6 Materials Budget 41

APPENDIX 7 Donations to the Faculté Saint-Jean Library 42

1. INTRODUCTION

The year 1986-87 was a year dedicated to the improvement of the Technical Services operation at the Faculté Saint-Jean Library. The aim was to achieve a more efficient operation and to fulfill the FSJ Library's goal of becoming an important resource centre for Francophone research in Alberta and in the West by making its collections known and accessible to all beyond the Faculté, through an automated catalogue. It was impossible to accomplish a project of such magnitude in one year but the intention was to make a good beginning and that was achieved.

It was also a year of pondering about the future especially in times of financial restraints. Because the FSJ Library is in a developmental stage, fortunately it has been exempted from various budget cuts with regards to staff positions and materials budgets. In fact since the integration entente in 1983 the permanent staff has grown from 3 to 8.5 positions. The funds available for the operational expenses of the Library have also increased. Much equipment and furniture have been acquired, and a renovation project in the circulation area has taken place, all advantages derived from belonging to the larger system.

At the same time, the Faculté itself has done everything possible to give the Library more space. Two Faculté storage rooms were converted into the present Technical Services area and into the Special Collections area. Two more small offices were made available to accomodate staff and for storage purposes. Yet the Library still faces very serious space problems and it will only get worse in the future. In spite of the advantages the Library has gained from belonging to the larger system, the FSJ Library still has had to depend to a very great extent on outside funding to fund its development. Fortunately the Fonds Saint-Jean

and the Secretary of State have been very generous in order to help in defraying the costs of the Special Collection Project, the Enhancement of the Technical Services Project, and the Reference Project. The Library has also been fortunate in obtaining several temporary positions through the funding of the two above agencies, as well as through projects such as PEP, STEP, SEED, Library Internship, and Alberta Manpower. Because of the instability of temporary positions it has been difficult for the permanent staff as they are constantly involved in recruiting and training new staff making it very difficult to progress very fast.

Although the materials budget has not suffered any cuts, it has remained the same since 1983 in spite of tremendous increases in students. In 1986-87 an average of $176.45 was spent per full-time student on the main campus for library materials, whereas the FSJ Library materials budget only amounted to $91.86 per full-time student. The Library did receive a supplementary $2000.00 in 1985-86 for increased enrolment but that was not added to the base budget. The materials budget is therefore a major concern especially when one considers that the costs of materials have increased tremendously and that the value of the Canadian dollar has gone down. Fortunately the library has received donations and some matching grants from the provincial government to somewhat alleviate this problem.

As is outlined in Table 1, there has been an enormous increase in the number of students attending the Faculté Saint-Jean. Full-time students increased by 27%, from 300 in 1985-86 to 381 in 1986-87. Part-time students increased by 17%, from 29 in 1985-86 to 34 in 1986-87 for an over-all increase of 26%, from 329 to 415 students. There were only 282 students in 1983 so the growth since the integration entente has been tremendous. The most significant increase was in the

full-time new students which was at 41%. Even though the part-time students decreased by 63% the over-all increase in new students was 34%.

Whereas a decade ago there were only 6000 Alberta pupils studying in French, there were more than 22,000 Alberta students in French immersion in 1987, and another 135,000 students are studying French as a second language. Immersion programs are a fairly recent phenomena and the Faculté has not yet felt the full impact that such programs will have on its enrolment. In fact, Edmonton's first French immersion class will be graduating in June 1987. Immersion programs are not only developing rapidly in Alberta but also in other western provinces. Since the Faculté is one of the only post-secondary institutions offering courses in the French language, it will most likely receive many of these students. For the first time in its history, the Faculté's recruiting officer made visits this year to high-schools in British Columbia.

The new 4 year BA and BSc programs will no doubt have an impact as well on the student enrolment at FSJ. Students will stay one more year, and if the rate of increase for new students is maintained or increased, the student population will grow very fast. This will have a tremendous impact on the Library in terms of services, resources and space needed.

2. ADMINISTRATION

2.1 Personnel

Danielle Bugeaud was appointed to the position of Head of Technical Services and started on April 28, 1986. She spent 6 months at the Cameron Library getting familiar with the U. of A. Library cataloguing policies and procedures and came back to the FSJ Library in November. The FSJ Library is very grateful to the University Library for the addition of this much needed position in times of financial restraints.

Johanne Fortin was away from May to October 1986 on maternity leave. Thérèse Dallaire was hired as half-time secretary during her absence. Johanne resigned at the end of March 1987, and it is hoped that the position will be filled during the summer.

Several temporary workers were hired during the year under various projects. Jacqueline Girouard, Michèle Archambault and Eric Girard were hired in May, respectively in the positions of librarian, library assistant, and library clerk under the cataloguing project jointly funded by the Secretary of State and the University Library. Eric Girard resigned at the end of February 1987 and was replaced by Denis LaFrance. The project is officially due to end at the end of May 1987. MaryLynn Gagné was hired from May to August under the Library internship program in the cataloging unit. Renata Knos was also hired during the summer under the STEP program to enter the local technical services manual on the Macintosh microcomputer using the word processor application, and to work on the retroconversion project of manually catalogued records to machine-readable records.

Five student helpers were hired in September to enable the Library to remain open during the evenings and on week-ends during the fall and winter sessions. Another student helper was hired to shelve

books returning from circulation. For a complete list of Library personnel during 1986-87, please see Appendix 2.

The FSJ Library participated in the position classification review conducted by the U. of A. for non-academic staff which involved responding to questionnaires for all positions.

In addition to their already heavy workloads, all staff participated in committee work not only at the local level but at the system and university level. The list of committees on which staff participated is as follows:

Faculté Saint-Jean:

- Conseil de la Faculté Saint-Jean
- Comité de la Bibliothèque FSJ
- Comité du Centre de documentation pédagogique
- Comité AD HOC pour la création du Club social de la FSJ
- Club social de la FSJ

University Library:

- Cataloguing Management Group
- Cataloging/Database Management Committee
- Alberta Education Indexing Committee
- Computer Search Services Committee
- Public Services Committee
- Dobis User Group
- Collection Development Committee (only from March 1987)
- Library Council
- Area Coordinators lunch bag meetings
- APLUA executive (only until June 1986)
- NCIP (Religion and Philosophy)
- NCIP (Romance Langages and Literatures)

- NCIP (Oriental languages)
- Selection Committee for Assistant Curriculum Librarian at H.T. Coutts

University of Alberta

- NASA Council
- General Faculties Council

As well Diane DeLongchamp underwent training to work at the Information desk at the Information and Reserve Center at the Cameron Library, as part of a staff-sharing program. Michel Boucher participated as a resource person in computer workshops which were offered at the Faculté Saint-Jean in January by the "Centre d'éducation permanente." He as well taught a course at Grant MacEwan on Library Automation, made a presentation on "The history of collections at the Faculté Saint-Jean Library" at the Lac La Biche meeting of the Alberta Provincial Society of Archivists. He assisted a representative of the "Office de la langue française du Québec" to demonstrate "La Banque de terminologie du Québec" at the French ACFA Conference in Edmonton. He also wrote an article entitled "Les Banques de terminologie" which was published in the July-September issue of Documentation et bibliothèques.

Most staff members also had the opportunity to attend conferences, workshops, lectures and training sessions with regards to various aspects of their work.

At the request of Peter Freeman, a document was prepared on workload measurements for all positions at the Library.

2.2 Budgets

The operational budget is as outlined in Appendix 4. There was a tremendous increase in UTLAS expenses and this was due to the

Enhancement Project which took place in Technical Services. Since many of the operational costs of the library are centralized it is impossible to obtain a more detailed account of the FSJ operational expenses.

Through the Capital budget and especially through the efforts of Ingrid Bromann at the Cameron Library, the FSJ Library was able to obtain several of its capital requirements in 1986-87, in spite of financial restraints. Several items were second-hand, however all were in good condition and they were all very much appreciated. For a detailed list of equipment and furniture obtained please see Appendix 5.

The materials budget stood at $35,000 plus a $2000.00 carry-over from the previous year for items which had been ordered but not yet received. The Library is most grateful to the professors who have cooperated in the selection of library materials. Without their valuable help every year, it would be impossible for the library academic staff to handle all selections, as with 33 disciplines, this represents 8 to 9 disciplines per librarian. Appendix 6 outlines the expenditure of the budget by the various disciplines represented at Faculté Saint-Jean. The Library is already very close to spending approximately 60% of its base budget on periodicals and standing orders. That percentage has gone up very fast in the past few years as it was only approximately 17% in 1983. The crucial point has been reached where no more periodical titles may be ordered without cancelling a title of equal value, as the 60/40 ratio between serials and monographs should not be increased in favor of serials, because very soon there will be nothing left for monographs. Until such time as the total materials budget is increased the Library can no longer order new serials titles without having to cancel a title of equal value. A study will be conducted this summer and early fall on all serials titles received to see how useful the title is to the discipline, what the

cost is, the rate of cost increase in the past few years, whether it is available on the main campus, its usage, etc. From that study it may be possible to cancel a few titles so that other important titles which have been in demand can be ordered.

A total of $2500 was obtained again this year for bindery. As Table10 indicates, fewer books and periodicals were bound this year as opposed to last year and this is not totally due to price increases. Last year extra funding was obtained from the Secretary of State to bind books from the special collection. The decrease in the bindery funds available this year since the Library had no outside funding was 20% and the decrease in total documents bound was 24% so this indicates that only 4% fewer books were bound with the same amount of funds.

2.3 Outside Funding:

The 12 month project entitled "The Enhancement of the Technical Services Program at Faculté Saint-Jean Library" was approved by the Secretary of State resulting in 2 separate grants, one for $34,338.18 for the expenditures incurred in the 1985-86 portion of the program and the other for $111,964.00 for expenditures incurred during the 1986-87 portion of the project. The funding helped to pay for 50% of UTLAS costs, 50% of salaries for 7 permanent and temporary employees involved in the project, half of the administrative costs, as well as 50% of the cost incurred for much needed cataloguing, classification and coding tools. The other half of the costs was paid by the University Library. Without this tremendous support from the Secretary of State the progress made in the Technical Services Division would not have been possible. A final report was prepared and submitted to the Secretary of State in June 1986 to account for the 1985-86 expenditures of the project.

A proposal was prepared again during this fiscal year and submitted to the Secretary of State under their program for "Capital Funding for Language Training Centers" for equipment needs arising out of the automation of the Technical Services operation in cataloguing as well as in acquisitions.

Submissions were also prepared for staff under the STEP, SEFD, and Library Internship Program so the Library can continue to make accelerated progress in the Technical Services Division during the summer of 1987.

2.4 Space and Physical Facilities

Space continues to be a major concern not only for the Library but for the Faculté as a whole. An architect from the Cunningham Partnership was hired by the U. of A. to look into the space needs of the Faculté in December. A document was prepared and submitted concerning the space needs and concerns of the Library. A meeting was also held with Cory Cunningham, the architect and Wayne Hansen of Plannning and Development. The most serious space shortage is for users, as the Library has less than half of the space it should have for the present student population. Furthermore, about half of the study space is in the reference room, a noisy area where there is heavy traffic as it is also the pathway to the stacks area. Staff space is also a very big concern, and the space that is available is hampering efficient organization and workflow, supervision, communication and services. It is difficult to take advantage of special employment programs as it is impossible to find working spaces for additional staff without overcrowding the permanent staff who already have less than adequate work spaces. Books have to be carried by the armload from floor to floor as there is no elevator in the stacks area. In 1985 more space was created for the general collection, for the

government documents collection and for periodicals by clearing out 32,019 volumes from the basement. Another 10,000 volumes approximately will eventually be cleared out and transferred either to the special collection, or to the general collection, or weeded out. Although space is not yet serious for most collections, there is no space in the reference room to allow for growth of the reference collection, and no more space for books on reserve.

The periodicals and microform room has become the microform room only as last summer all current periodicals had to be moved to the stacks area with the bound periodicals in order to create space for another microform reader, a microform cabinet, a new photocopier and for a study carrell for the use of a partially blind student who needed to have his Visualtek machine in a security area. This has not been a popular move among our patrons. There has been many complaints that there is no more space to sit down and read periodicals and Table 3 attests to that as there has been a sharp decrease in the internal circulation of periodicals.

Compact shelving in the reference librarian's office had to be removed last summer in order to make more space in the reference office as it also accomodates the Macintosh microcomputer and printer which is used for automated searches and word processing. It was so crowded that when somebody was working on the microcomputer the Reference Librarian could not accomodate a visitor in his office. He now has space for an additional chair.

Last summer the chemistry lab underwent major renovations and since it is located right above the stacks area, all documents from the first floor had to be moved to a classroom. These were all placed in shelving order on the floor so that access could be maintained throughout the summer. Fortunately the renovation project was finished before

classes started in September. The Library obtained 2 more small offices this year, one to accomodate the Head of Technical Services and the other for a storage area for boxes of books and for conservation and other library supplies.

Arrangements were made with Maintenance to fumigate the entire Library. This took place during the summer.

2.5 Other projects

An update of all FSJ Library information in campus publications was prepared for the Information and Reserve Centre, the coordinator of this project. As well a full inventory of equipment and furniture was prepared for Ingrid Bromann. The control of all Library keys was transferred from the Faculté administration to the FSJ Library administration. The filing system project and a complete index for the files were completed for the administration files.

3. COLLECTIONS

3.1 Retrospective Development Project

Under the 1983 entente for integration it had been stipulated that the Library would conduct a study to determine the resource needs of the Faculté so that a program budget could be prepared and submitted for additional funding. The development of the collection over the years has not been balanced especially in disciplines where there are no permanent professors. Very few of the temporary professors participate in the selection process. As well, there has not been enough funds to purchase good core collections for all 33 disciplines and therefore there are many gaps in the entire collection. No supplementary funding has been available when new courses have been introduced, such as the 3 recent courses in accounting, the new course on the history of the world, and new courses proposed for the new advanced diploma in Immersion Education and Francophone Education.

Preliminary work was done this year on this retrospective collection development project. Discussions were held with the Library Committee members to obtain their commitment to it, and memos were sent to all professors announcing and explaining the project and soliciting their cooperation. Furthermore the Head Librarian and the Reference Librarian attended meetings with professors of all three teaching programs: COMFRA, COMPED and COMPAS. It is hoped that the study will identify what is missing in the core collection of all disciplines and that the Library will be in the position to present a budget for this retrospective collection development project at the beginning of 1988. It is also hoped that the study will present some kind of indications on the annual needs to maintain all collections in order to obtain a more realistic annual materials budget.

3.2 North American Collections Inventory Project (NCIP)

Three members of the FSJ staff have already participated in NCIP studies, a system-wide project which was undertaken in 1985-86 by the University Library to assess the strength and depth of the entire collection in all libraries of the system.

Michel Boucher participated as team leader for the study on religion and philosophy. The final report for that study was prepared and presented this year. Jeanne Bennett participated in the study of the collection in romance languages and literatures, and Usha Prasada-Kole started participating in January in the study of the collection in oriental languages.

3.3 Collection Enhancement

In January the Library received a collection entitled Heritage albertain from the "Institut de recherche" at the Faculté. This collection was developed by the "Société héritage franco-albertain" of St-Paul, Alberta. The deposit of the collection at the Library resulted from an entente which was officially signed on March 25, 1986 between the "Société" and the "Institut."

In cooperation with the Dean of the Faculté, negotiations continued with the Quebec Department of Intergovernmental Affairs for a depository status, and with the Oblate Fathers to obtain their collection. Unfortunately, in both cases, negotiations did not produce anything in 1986-87.

3.4 Collection Management

In spite of the fact that the automation of the "On order" and "Received" files has been totally completed, funds were not available to

purchase a microcomputer for the acquisitions area, therefore whenever Estelle Dubeau has to check one of her files she has to go upstairs to the microcomputer laboratory to do it. This has proven to be a big inconvenience, and it is hoped that a microcomputer can be purchased very soon.

All donations were verified and evaluated, and Estelle now enters them in the automated received file so that they are listed somewhere even though they are not yet catalogued. It makes bibliographic verifications of orders against library holdings a much easier task. As well, lists of donations by the name of the donors are easily produced.

The periodicals list was totally updated this year and entered on the MacIntosh microcomputer. Future updates will therefore be much simpler. The list was distributed to all libraries on the main campus.

Statistics on the total number of requests for materials were not kept, neither were statistics kept on number of orders actually sent out. However by the end of the year there were still approximately 1000 requests which had not been ordered since there were no more funds. Plans are being made to keep better statistics in the coming year on all functions performed in acquisitions to better reflect the work that is involved.

Table 9 shows decreases in almost every area of acquisitions except in the number of standing orders which went up by ~~35~~ 67%, and in the area of government documents (which are obtained free of charge). The decrease in most areas is due to the fact that the materials budget was much lower in 1986-87 than the previous year, which is illustrated in Table 12. Very little external funding was available this past year for the purchase of materials.

Table 13 shows that the expenditures for periodicals and

standing orders went up by 35% in the last year in spite of very few new titles being added to the collection. Four new periodical titles were added and 14 new standing orders. The 35% expenditure increase in serials is no doubt partly due to the large increase in standing orders however it is highly suspected that it was also due to a fairly large increase in periodicals subscription prices. Closer monitoring of this area will be done in the coming year since the 60/40 ratio has been reached in the expenditures of serials versus monographs.

Exact figures of the size of the FSJ Library total collection were not available in the past. The number of titles and volumes added per year through acquisitions could not be added in order to get a net figure of the collection size. A total inventory of the collection was done recently to establish the number of titles and items held by the FSJ Library. Table 11 shows the result of the inventory. The FSJ Library has 43,163 titles in its general collection (which includes reference materials and bound periodicals), 3,597 titles in microform format, 6,095 titles in its government documents collection, and 11,907 titles in the Special collection for a grand total of 64,762 titles representing 95,288 items.

4. PUBLIC SERVICES

4.1 Hours of Service

Opening hours were extended this year by 8.5 hours per week, that is one half-hour per week nights and 3 hours per day on week-ends. The hours of opening were therefore 8h30 to 22h30 from Monday to Friday and 11h00 to 18h00 on Saturdays and Sundays for a grand total of 84 hours of service per week.

Reference service remained at 20 hours per week. The hours were advertised as 16h00 - 20h00 on Monday and Tuesday, 13h00 - 17h00 on Wednesday and Thursday and 10h00 - 14h00 on Friday. However, the reference librarian is often called upon outside these advertised hours to answer reference questions.

A total of 5 to 10 hours a week was allocated for shelving books returning from circulation, and to monitor internal circulation.

4.2 New Services

For the first time this year, the Library obtained a coin-operated photocopier with a copi-card option for the users. This was a much needed service which patrons have appreciated. The circulation unit has therefore had to sell copi-cards this year but no statistics have been kept on the number sold.

4.3 Circulation and Reserve

The external circulation of books went up this year by 25% over last year, and so did the internal circulation by an overwhelming 133% increase. That large increase in internal circulation is partly due to the fact that the monitoring of internal circulation was more consistently

accomplished this year. Periodicals, however did not do so well. Although the external circulation went up by 11% over 1985-86, there was a decrease of 50% in internal circulation. This decrease no doubt resulted from the move of the current periodicals to the stacks area. There is no more user space available to read periodicals. The circulation of reserve books was up by 35%. The overall increase in circulation was therefore 31% over 1985-86. For more complete details see Table 3.

Table 4 shows that comparisons in turnstiles statistics cannot be made between 1985-86 and 1986-87, since the security system was not installed until January 1986. It is obvious however that there was an increase in the use of the library since the average number of people in the study rooms at any one time during opening hours increased by 20%.

There are many other functions being performed by the Circulation unit such as sending overdue notices, collecting fine payments, accepting searches, accepting reservations for books on reserve, collecting photocopying charges, making change for the photocopier, etc. however no statistics are presently being kept for these functions.

4.4 Interlibrary and Departmental Loans

All loans are again handled by Diane DeLongchamp in the Circulation unit. The number of loans is still very low at the FSJ library as Table 5 indicates. Last year there was a 31% decrease in the requests for departmental loans and 121% increase in the requests for interlibrary loans. No statistics were kept on items actually received. The FSJ Library was called upon only once to send out a loan.

A total of 130 books were returned to the main campus for professors, a small decrease of 6% from last year. This is a service that

is offered to professors only because their loan period is long and they are asked to return the books to the Library one week before they are actually due. This service has been requested every year by students however it is impossible to offer them this service until the circulation is automated on the same system as the main campus. Since Campus Mail is used to return books, daily returns to Libraries are impossible and the risk of fines that could be incurrred by students is too high.

4.5 Reference Service and Automated Searches

Table 6 shows that there was a decrease in questions answered this year. Directional questions decreased by 17%, hopefully a result of library instruction programs and of the guides to the Library which have been prepared. Quick reference and extended reference were only down by 1% and .5% respectively. The small drop is attributed to the fact that the Reference Librarian was not as easily accessible to patrons outside of advertised hours this past year, as he was involved in many other projects such as the NCIP project and teaching a class at Grant MacEwan.

Table 7 shows that automated searches also went down by 6%, a small decrease from last year. The first year that automated searches were done this service was advertised a fair amount and several demonstration searches were done. The 1986-87 figure reflects more accurately the annual volume of automated searches that the Library can envisage in the future.

4.6 Library Orientation and Instruction

As Table 8 illustrates, interest in the basic library orientation sessions was not great again this year. In spite of a lot of advertising only 6 sessions were offered because there was not enough interest to

hold more. Only 54 people attended. One of those sessions was offered in January and attendance was better at that session, so sessions later in the year (i.e. October as opposed to September) may be tried next year to see whether attendance will be better. Students may realize by then that they need help in using the Library. Better success was encountered with specialized orientations where professors made specific requests to the Reference Librarian for class sessions. Only 3 of those sessions were held, however, 87 students attended. In the future, the only way of reaching students may be through class sessions however these are harder to coordinate as students may face 2 or 3 different library sessions when they are registered in more than 1 class. Compulsory sessions may have to be investigated with members of the Faculté to see what would be possible.

Two sessions were offered this year to outside groups from different high-schools.

4.7 Annual Evaluation of Library Services

Once again this year, Michel Boucher conducted his annual survey to obtain a just and objective analysis of the services that the Library is offering to its patrons. Respondants were as follows, 26% of the professors and 13% of the students returned the questionnaire. The majority of the users were satisfied with the collection, with the reference service and automated searches, (which professors used mostly) with the hours of service, with the guides and with the various services such as Reserves, interlibrary loans, the personal service which the staff offers, etc. However there were some suggestions and some complaints about various aspects of the service. Some commented on the high fines that are charged for overdue books and that there should be a day of grace.

One found that the loan period on reserve books was too short. Several students wanted the Library to return their books to the main campus. One student expressed difficulty in using Dobis for subject access. Even though the hours of opening were extended this year, there were still some suggestions about longer hours on week-ends. Many had comments on the collection, that it should be updated as there were many old books especially in the pure sciences; that newspapers such as La Presse and Le Devoir should be received faster; that more periodicals like Le Soleil de Québec, La vie en rose to name only a few should be purchased; that there should be more books on the philosophy of education and some titles were suggested; that indexes sometimes give a misleading service as they are not all inclusive. One professor expressed that the classification of certain books sometimes surprised him while another did not understand the acquisition procedures. A student requested more computers in the library while another suggested that circulation be automated like on the main campus. The most frequent complaints however were about the lack of space in the reference room, the lack of study space and the lack of user space to read current periodicals. One also suggested that the outside door to the building which is closest to the Library be opened on week-ends. Presently only the main door of the building remains open on week-ends.

An attempt to respond to all comments will be made this summer through a circular letter which will be distributed in September.

5. TECHNICAL SERVICES

5.1 The Enhancement Project

As already mentioned in the Introduction the highest priority for the Library during the past year was to significantly improve the efficiency of the technical services operation and complete the automation of its functions. The Library was fortunate in obtaining outside funding for this project through the Secretary of State.

In April the permanent staff received training on the use of the UTLAS authorities system, and the control of authorities for bibliographic entries was automated. A data base walk was performed at that time to validate all records which had been entered since 1984. In May the temporary staff started, and they were given a very intensive training period. They started cataloguing and editing materials during the same month. The retroconversion project for manually catalogued records was started in June. Since many of the shelflist cards did not have ISBN numbers, and since numerical access is necessary for the use of the Request software, searches had to be made in NUC for LC card numbers at the Cameron Library. Also, since the FSJ Library did not have an IBM microcomputer to use the Request software, arrangements were made with Library Systems and the Cataloguing Unit at Cameron to use their machines.

During the summer an authority retroconversion project was also completed. Only corporate entries and names requiring references, as well as all traced series were coded and entered in the data base. Specifications for the production of a catalogue on microfiches were outlined and sent to UTLAS. In the meantime, the manual catalogue was frozen and full sets of catalogue cards were discontinued. This was a welcome change because authorities for bibliographic entries had not been

followed in the past resulting in many conflicts and making filing in the manual catalogue a very difficult and time-consuming task. A catalogue on microfiches was requested for September 1, 1986 however it never arrived until December. This late arrival did create many problems for Public Services when students returned in September. When the FSJ COMCAT was finally received, a thorough review was made to ensure that specifications had been followed, corrections were made, and manual authority records which now appeared in the COMCAT were pulled and disposed of.

5.2 Results of the Project and Work Accomplished

A local manual outlining local policies and procedures which had been in progress since 1985 was further polished and developed resulting in a 275 page manual. It was entered on the Macintosh microcomputer in May with further corrections and updates added to it throughout the summer.

A total of 3500 manual records were entered on disquettes resulting in 2467 machine readable records being added to the data base. The hit rate was disappointing. Since UTLAS did not follow the specifications for FSJ hierarchical derivation hit list, this resulted in many English records being deposited in the data base. Furthermore a problem with the U040 field resulted in no validation or incomplete validation of most records, necessitating a return by the staff to every record deposited in the FSJ data base. Therefore out of 2467 Recon records, only 750 records were edited and filed with a finished status.

The authorities retroconversion project resulted in 1475 new authority records being added to the data base in 1986-87. A total of 4487 titles were done by the cataloguing staff in 1986-87 (compared to

1149 in 1985-86) including new titles catalogued or edited, corrections, added copies and Recon records briefly edited. Plans are being made to keep better statistics next year to obtain separate figures for added copies, corrections and titles catalogued or edited. Table 14 shows that the amount of work done in 1986-87 was increased by 291% over 1985-86 in spite of only a 133% increase in staff, therefore the increased efficiency of the Technical Services Unit is evident. The same applies to data input. A total of 3,837 new bibliographic records were added to the FSJ data base in 1986-87 (compared to 932 in 1985-86), a 312% increase while the staff was only increased by 100%. In addition to the bibliographic records the data input personnel also succeeded in entering all new authority records. In total, in 1986-87, the FSJ data base was enhanced by 5,312 bibliographic and authority records. Ninety-six copies of the FSJ COMCAT were distributed to libraries on the main campus in December. The next full COMCAT which will include everything done during the enhancement project is expected in September 1987.

During the project the staff succeeded in clearing up the entire backlog of new monographs which had been received in the past 3 years including 1986-87 monographs acquisitions. They as well made some progress in the cataloguing of the Special Collection.

5.3 Future Projects

The Technical Services Division staff at FSJ Library can be proud of the progress they have achieved in spite of the formidable tasks still ahead of them. Table 11 shows that the FSJ Library collection stands at a total of 64,762 titles. Table 17 indicates that there are only 5,253 titles (or bibliographic records) catalogued in machine-readable format, leaving 59,509 titles yet to be entered in the data base. Even though the

general collection has 35,244 titles catalogued, they are mostly manual records which need to be retroconverted to machine readable format. The present permanent cataloguing staff should be able to catalogue approximately 4000 titles per year, possibly 5000 when they have reached full efficiency. The number of titles still to be catalogued or retroconverted represents therefore 12 to 15 years of work for the staff. With the acquisition rate being approximately 3000 to 4000 titles annually it is evident that the permanent staff will not have much time left to work on this backlog and it could take as long as 60 years to accomplish the work. The "Enhancement Project" certainly did provide a good beginning to the automation of the cataloguing operation however the Library is going to have to plan many other special projects in the future to take care of this backlog. It will also have to look at reduced cataloguing standards for certain collections in order to get the work done, in spite of its participation in an international cataloguing network which demands adherence to fairly high standards of cataloguing.

6. CONCLUSION

There is no doubt that the FSJ Library is facing some very interesting challenges in the near future. In spite of what would sometimes appear as insurmountable problems, the staff at the FSJ Library have shown a lot of courage and have to be commended for a job extremely well done. Their total commitment to the development of the FSJ Library and to the system as a whole is unequalled. Much gratitude is also expressed to the Chief Librarian, Peter Freeman and all his staff and to the Dean of the Faculté, Jean Bour, to the members of the Library Committee and to all Faculté members and staff for their patience, advice, and their constant support.

Annexe 1 / Appendix 1

STATISTIQUES D'INSCRIPTION / ENROLMENT STATISTICS

Tableau 1 / Table 1

Etudiants à la FSJ / FSJ Students

	85-86	86-87	% Δ
Temps plein / Full time	300	381	+27%
Temps partiel / Part-time	29	34	+17%
Total	329	415	+26%

Tableau 2 / Table 2

Nouveaux étudiants / New students

	85-86	86-87	% Δ
Temps plein / Full time	105	148	+41%
Temps partiel / Part-time	8	3	-63%
Total	113	151	+34%

STATISTIQUES DES SERVICES PUBLICS / PUBLIC SERVICES STATISTICS

Tableau 3 / Table 3

Prêt / Circulation

Prêt externe / External Circulation	85-86	86-87	% Δ
- Livres/Books	7094	8873	+25%
-Périodiques / Periodicals	940	1040	+11%
-Total du prêt externe / Total external circulation	8034	9913	+23%
Réserve / Reserve	1946	2626	+35%
Prêt interne / Internal Circulation			
-Livres / Books	3607	8394	+133%
-Périodiques / Periodicals	3901	1951	- 50%
- Total du prêt interne / Total internal circulation	7,508	10,345	+38%
Grand total	17,488	22,884	+31%

Tableau 4 / Table 4

Usagers de la Bibliothèque / Users of the Library

	85-86	86-87	% Δ
Entrées à la bibliothèque / Turnstiles	*14,805	68,821	-
Moyenne du nombre de personnes dans les salles d'études / Average number of people in study rooms	8.9	10.7	+20%

*Notes: - Le sytème de sécurité a été installé en janvier 1986, donc le compteur ne reflète pas le nombre de personnes qui sont venues à la bibliothèque en 1985-86

- The security system was installed only in January, 1986, therefore the counter does not reflect the number of people who came to the library in 1985-86

Tableau 5 / Table 5

Prêt entre bibliothèques / Interlibrary Loan

	85-86	86-87	% Δ
Demande de prêt entre départements / Departmental loan requests	48	33	-31%
Demande de prêt entre bibliothèques / Interlibrary loan requests	28	62	+121%
Livres retournés au campus principal / Books returned to main campus	138	130	-6%
Prêt envoyé / Loan sent	1	1	-

Tableau 6 / Taple 6

Service de référence / Reference Service

	85-86	86-87	% Δ
Demande directionnelle / Directional question	865	716	-17%
Consultation rapide / Quick reference	667	658	- 1%
Consultation approfondie / Extended reference	1729	1719	- .5%

Tableau 7 / Table 7

Recherches automatisées / Automated searches

Systèmes d'information / Information Vendors	85-86 Recherches/ Searches	85-86 # de bases de données # of data bases	86-87 Recherches/ Searches	86-87 # de bases de données # of data bases
- Informathèque	52	92	48	102
- BRS	48	98	26	48
- BTQ	*	*	10	10
- Centrale des Bibliothèques	2	2	1	1
- Infopuq	*	*	5+ 6 conférences	5
- Spires	*	*	1	1
- Termium	8	8	12	12
Total	110	200	103	179

* La Bibliothèque n'avait pas encore d'abonnement au système d'information / The Library did not yet subscribe to the information vendor

Tableau 8 / Table 8

Sessions d'initiation à la Bibliothèque / Library instruction Programs

	Sessions 85-86	Sessions 86-87	Sessions %Δ	Etudiants / Students 85-86	Etudiants / Students 86-87	Etudiants / Students %Δ
Initiation générale / Basic orientation	pas disponible / not available	7	-	pas disponbile / not available	54	-
Initiation spécialisée / Specialized orientation		3	-		87	-
Groupes externes / External groups		2	-		52	-
Total		12			193	

STATISTIQUES DE LA COLLECTION / COLLECTION STATISTICS

Tableau 9 / Table 9

Acquisitions

Documents reçus/Receipts	Titres/Titles			Articles/Items		
	85-86	86-87	% Δ	85-86	86-87	% Δ
Monographies/Monographs	1667	1010	-39%	1723	1092	-37%
Commandes permanentes/ Standing orders	21	35	+67%	**	161	-
Périodiques/Periodicals						
- Renouvellements/Renewals	196	204	+ 4%	**	3331	-
- Nouveaux titres /New titles	8	4	-50%	**	16	-
Publications officielles/ Government Documents						
- Monographies/Monographs	1240	1368	+10%	1240	1472	+19%
- Périodiques/Periodicals	95	95	-	1444	1341	- 7%
Dons/Donations*	716	500	-30%	716	500	-30%
Microforme/Microform						
- Microfiches	**	**	-	7901	2049	-74%
- Microfilms	**	**	-	375	694	+85%

* Notes: Valeur des dons / Value of donations

1985-86 - $9,513.75

1986-87 - $ 8,829.75

** L'information n'est pas disponible / the numbers are not available

Tableau 10 / Table 10

	Reliure / Bindery 85-86	86-87	% Δ	Budget
Livres/Books	64	13	-80%	2500. +500.*
Périodiques/ Periodicals	436	368	-16%	2500.
Total	500	381	-24%	

* Notes: Fonds du Secrétariat d'Etat / Funds from the Secretary of State

Tableau 11 / Table 11
Collection totale / Total Collection

COLLECTIONS	Monographies/Monographs		Périodiques/Periodical		Total	
	Titres/ Titles	Unités/ Items	Titres/ Titles	Unités/ Items	Titres/ Titles	Unités/ Items
***Collection générale/ General collection**						
- Cataloguée/ Catalogued	35,244	46,522	161	1,875	35,405	48,397
- Non-cataloguée	7,575	10,000	183	722	7,578	10,722
- Total	**42,819**	**56,522**	**344**	**2,597**	**43,163**	**59,119**
Microforme/Microform						
- Microfilms	16	19	69	1,215	85	1,234
- Microfiches	3,501	9,689	11	1,609	3,512	11,298
- Total	**3,517**	**9,708**	**80**	**2,824**	**3,597**	**12,532**
***Publications Officielles/ Government Documents**						
- Total	**6,000**	**7,920**	**95**	**	**6,095**	**7,920**
***Collection spéciale/ Special Collection**						
-Collection analysée/ Analyzed collection	6,604	8,717	***	***	6,604	8,717
Collection non-analysée Non-analyzed collection	5,303	7,000	***	***	5,303	7,000
- Total	**11,907**	**15,717**			**11,907**	**15,717**
GRAND TOTAL (Additions des lignes "Total"/ Additions of lines "Total")	**64,243**	**89,867**	**519**	**5,421**	**64,762**	**95,288**

NOTES

* -Pour faire l'inventaire de la collection générale la proportion suivante a été utilisée: 1 titre = 1.32 unités, selon un échantillon de 100 titres du fichier topographique. La même proportion a été utilisée pour les publications officielles et la collection spéciale. Les périodiques et les microformes ont été comptés.

-To do the inventory of the general collection the following ratio was established: 1 title = 1.32 volumes based on a sample of 100 titles in the shelflist. The same ratio was also applied to the government documents and to the special collection. The periodicals and microforms were actually counted

** -Puisque les numéros des périodiques des publications officielles n'ont pas encore été reliés, le nombre de volumes n'est pas disponible.

-Since the issues of the government documents periodicals have not yet been bound, the number of volumes is not available

*** - La repartiton entre monographies et périodiques n'est pas connue donc le nombre de périodiques est inclus dans le nombre de monographies

- Separate statistics were not kept for periodicals, therefore the number of periodicals is included in the number of monographs

STATISQUES DU BUDGET MATERIAUX / MATERIALS BUDGET STATISTICS

Tableau 12 / Table 12

Fonds disponibles / Funds available

	85-86	86-87	% Δ
Budget de base/ Base budget	35,000.00	35,000.00	-
Budget supplémentaire pour augmentation d'inscription/ Supplementary budget for increased enrolment		*2,000.00	
Fonds du Secrétariat d'Etat/ Secretary of State Funds	13,305.20		
Fonds AEEF/AEEF funds	17,785.64	721.58	
Don de la Cité étudiante/ Student Union donation	2,500.00		
Vente de livres/ Books sale	914.41		
	69,505.25	37,721.58	-46%

* Notes: - Le montant supplémentaire a été reçu et dépensé durant l'année 1985-86, mais un montant de $2000.00 a été transféré à l'année fiscale 1986-87
- The supplementary $2000.00 was actually received and spent in 1985-86, however a carry-over of $2000.00 was made to the 1986-87 fiscal year

Tableau 13 / Table 13

Périodiques et commandes permanentes / Periodicals and standing orders

	85-86	86-87	% Δ
Montant dépensé/Amount spent	$15,331.42	20,635.48	+35%

STATISQUES DES SERVICES TECHNIQUES/TECHNICAL SERVICES STATISTICS

Tableau 14 / Table 14

*Titres catalogués / *Titles catalogued

	85-86	86-87	% Δ
Notices originales/Original records	110	1,148	+944%
Notices dérivées/Derived records	1,039	2,589	+149%
Notices Retro/Recon records	-	750	-
Total des titres catalogués/ Total titles catalogued	1,149	4,487	+291%
Nombre de catalogueurs/ Cataloguing staff	1.5	3.5	+133%

Notes
* - Inclus les copies et volumes ajoutés aux notices, et les corrections
  - Includes added copies and volumes, and corrections

Tableau 15 / Table 15

Titres catalogués par collection / Titles catalogued by collection

Collection générale/General Collection	85-86	86-87
- Monographies/Monographs	1145	3309
- Périodiques/Periodicals	4	1
- Total	1149	3310
Collection spéciale/Special Collection		
- Monographies	-	427
- Périodiques	-	-
- Total	-	427
Notices retro/Recon records		
-Total	-	750
Grand Total (Additions des lignes "total") (Additions of lines "total)	1149	4487

Tableau 16 / Table 16

Notices ajoutées à la base FSJ / Records added to the FSJ Data Base

	85-86	86-87	% Δ
Notices bibliographiques régulières/ Regular Bibliographic records	932	3,087	+231%
Notices retro / Recon records	0	750	-
Total des notices bibliographiques ajoutées/ Total bibliographic records added	932	3,837	+312%
Notices d'autorité/Authority records	0	1,475	-
Nombre de personnes pour l'entrée des données/Number of staff in data input	1	2	+100%

Tableau 17 / Table 17

Total des notices dans la base FSJ / Total records in the FSJ database

	Notices bibliographiques Bibliographic records			Notices d'autorité Authority records	Total
	Régulières/ Regular	Retro/ Recon	Total		
84-85	484	-	484	-	484
85-86	932	-	932	-	932
86-87	3087	750	3837	1475	5312
Grand total	4,503	750	5,253	1,475	6,728

Appendix 2

LIBRARY PERSONNEL

April 1, 1986 - March 31, 1987

Permanent Positions

Bennett, Jeanne	April 1983-	Library Assistant - Cataloguing
Boucher Michel	August 1984-	Head of Public Services
Bugeaud, Danielle	April 1986-	Head of Technical Services
DeLongchamp, Diane	November 1983-	Library Assistant-Public Services
Dubeau, Estelle	August 1979-	Purchasing/Administrative Assistant
Fortin, Johanne	September 1985-March 1987	Secretary
Henley, Juliette	October 1983-	Head Librarian
Kotylak, Carmen	September 1984-	Clerk - Cataloguing
Prasada-Kole, Usha	January 1984-	Cataloguer

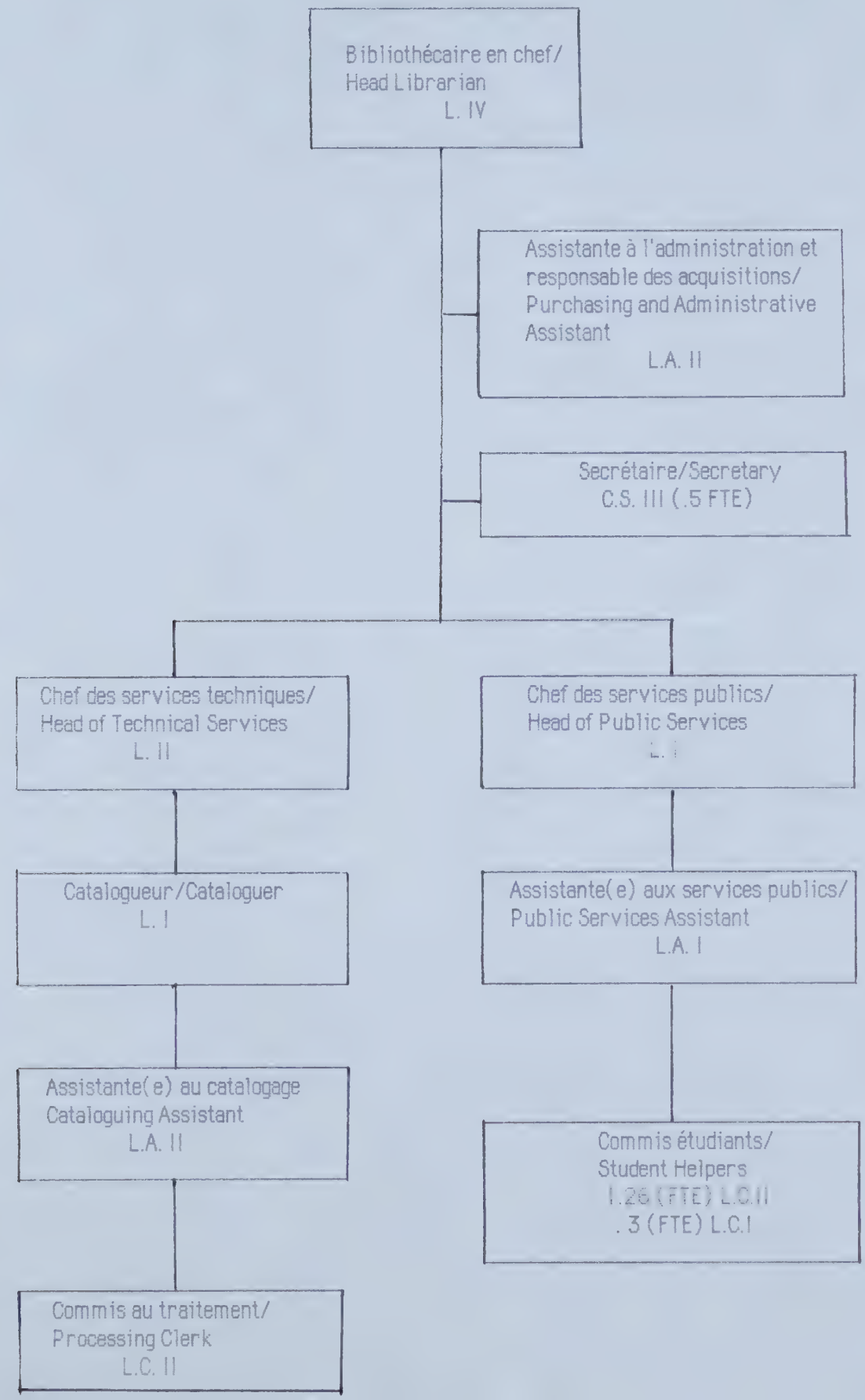
Temporary Positions

Archambault, Michèle	May 1986-July 1986	Special Collection Project funded by the Secretary of State
Audet, Diane	September 1986-	Student helper
Audet, Nicole	September 1985-April 1986	Student helper
Belzile, André	September 1986	Student helper
Charlebois, Mary Lou	January 1986-April 1986	Student helper
Dallaire, Thérèse	May 1986-October 1986	Temporary secretary
Gagné, MaryLynn	May 1986-August 1986	Library Intership Programme
Gallagher, Daniel	September 1986-	Student helper
Girard, Eric	May 1986-February 1987	Special Collection Project funded by the Secretary of State

Girouard, Jacqueline	May 1986-	Special Collection Project funded by the Secretary of State
Knos, Renata	May 1986-August 1986	STEP Programme
LaFrance, Denis	March 1987-	Special Collection Project funded by the Secretary of State
LaFrance, Eric	December 1985 - April 1986	PEP Programme
Larochelle, Paulin	September 1985-	Student helper
Lavoie, Eric	September 1986-	Student helper
Prenevost, Madeleine	January 1986-April 1986	Student helper
Vachon, Johanne	September 1986-	Student helper
Wright, David	September 1985-	Student helper

BIBLIOTHEQUE FACULTE SAINT-JEAN LIBRARY

ORGANIGRAMME / ORGANIZATION CHART



Annexe 4 / Appendix 4

DEPENSES OPERATIONNELLES / OPERATIONAL EXPENSES

3010	Voyages/Travel	669.31
3201	Voyages du personnel / Staff travel	626.49
4010	Timbres/Postage	243.39
4030	Appels interurbains/Long distance telephone	310.45
4201	Fournitures et articles divers/Supplies and sundries	4,410.92
4273	Dépenses opérationnelles de maintien/Operating maintenance and project charges	217.83
4282	Impression/Printing	388.12
4711	Bases de données/Data base rental	3,677.97
4720	Photocopieuse/Photocopy equipment	1,202.20
4730	UTLAS	37,391.63
5010	Maintien de l'équipement/Maintenance of equipment	1,707.49
6760	Formation-Académique/Training-Academic	250.00
		$51,095.80

Annexe 5 / Appendix 5

BUDGET CAPITAL / CAPITAL BUDGET

Articles obtenus en 1986-87 / Items obtained in 1986-87

1. Terminal Viewcom / Viewcom terminal
2. Imprimante IBM / IBM Proprinter with tractor feed
3. Enlevement des étagères mobiles du bureau de la référence / Removal of compact shelving in Reference Librarian's office
4. Quatre chaises / Four chairs
5. Machine à écrire / Olympia Typewriter
6. Classeur latéral à 5 tiroirs / 5 drawer lateral filing cabinet
7. Classeur de microforme à 11 tiroirs / Spacesaver 11 drawer microform cabinet
8. Cinq éventails / Five fans
9. Trois tabourets pour ceux qui travaillent à l'ordinateur / Three footrests for computer operators
10. Tapis anti-statique pour ordinateur / Anti-static chair-mat for computers
11. Rideaux pour le bureau 165 / Curtains for Room 165
12. Petit bureau / Small desk
13. Table carrée pour bureau / Square office table
14. Lecteur de microfiches / Microfiche reader
15. Coffre-fort / Safe
16. Purificateur d'air ioniseur / Air cleaner ionizer

ANNEXE 6 / APPENDIX 6

ANNEE FISCALE 1986-87 FISCAL YEAR

Répartition du budget par discipline
Budget Allocation by Discipline

MATIERES	MONTANT ALLOUE	MONTANT ENGAGE	DEPENSE	RESTE
HUMANITES ET BEAUX-ARTS				
Anglais				
Art dramatique	$ 330.00		$ 209.37	$ 120.63
Etudes religieuses	$ 82.00		$ 88.22	$ -6.22
Français/Can.-Français	$ 5,351.00		$ 5,195.30	$ 155.70
Lettres classiques	$ 212.00		$ 257.61	$ -45.61
Musique	$ 571.00		$ 699.79	$ -128.79
Philosophie	$ 154.00		$ 186.73	$ -32.73
TOTAL	$ 6,700.00		$ 6,637.02	$ 62.98
PEDAGOGIE				
Sauf curriculum	$ 4,118.00		$ 2,398.52	$ 1,719.48
SCIENCES SOCIALES				
Anthropologie	$ 358.00		$ 289.77	$ 68.23
Economie	$ 217.00		$ 269.44	$ -52.44
Géographie	$ 803.00		$ 211.60	$ 591.40
Histoire	$ 620.00		$ 539.84	$ 80.16
Linguistique/L. Romane	$ 803.00		$ 1,082.67	$ -279.67
Psychologie	$ 495.00		$ 444.69	$ 50.31
Science politique	$ 338.00		$ 501.33	$ -163.33
Sociologie	$ 171.00		$ 202.06	$ -31.06
TOTAL	$3,805.00		$ 3,541.40	$ 263.60
CONTINGENCE	$ 590.00		$ 564.40	$ 25.60

ANNEE FISCALE 1986-87 FISCAL YEAR

Répartition du budget par discipline
Budget Allocation by Discipline

MATIERES	MONTANT ALLOUE	MONTANT ENGAGE	DEPENSE	RESTE
SCIENCES				
Biologie/Entomologie	$ 499.00		$ 282.23	$ 216.77
Chimie	$ 522.00			$ 522.00
Géologie	$ 400.00			$ 400.00
Mathématiques	$ 499.00		$ 28.90	$ 470.10
Physique	$ 367.00		$ 95.16	$ 271.84
TOTAL	$ 2,287.00		$ 406.29	$ 1,880.71
BIBLIOTHEQUE				
Périodiques/ Commandes permanentes	$15,100.00		$20,635.48	$-5,535.48
Sources d'information documentaires	$ 4,400.00		$ 3,007.00	$ 1,393.00
TOTAL	$19,500.00		$23,642.48	$-4,142.48
GRAND TOTAL	$37,000.00		$37,190.11	$ -190.11

Remarques:

Budget AEEF	$ 1,345.04	$ 721.58	$ 623.46

31 Mars 1987

Annexe 7 / Appendix 7

DONS A LA BIBLIOTHEQUE DE LA FACULTE SAINT-JEAN/ DONATIONS TO THE FACULTE SAINT-JEAN LIBRARY

1986-87

1. Gérard Guénette	224 volumes	$ 3,012.15
2. Ruth Ann Pitts	109 volumes	3,293.30
3. Liliane MacCallum	143 volumes	2,070.65
4. Centre international de de recherche sur le bilinguisme, Université Laval	4 volumes	42.50
5. Consulat de France	11 volumes	182.60
6. Richardon Century Fund	1 volume	39.95
7. Bernice Dubuc	1 volume	38.00
8. Des Presles, Claude	2 volumes	13.50
9. Anonyme	5 volumes	137.10
Total	500 volumes	8,829.75

Annexe 7 / Appendix 7

DONS À LA BIBLIOTHÈQUE DE LA FACULTÉ SAINT-JEAN / DONATIONS TO THE FACULTÉ SAINT-JEAN LIBRARY

1986-87

1. Gérard Buteau	224 volumes	$ 3,012.15	
2. Ruth Ann Plitt	109 volumes	3,293.30	
3. Liliane MacCallum	143 volumes	2,070.65	
4. Centre international de recherche sur le bilinguisme, Université Laval	4 volumes	42.50	
5. Consulat de France	11 volumes	182.50	
6. Richardson Century Fund	1 volume	39.95	
7. Bernice Dubuc	1 volume	39.00	
8. Des Presles, Claude	2 volumes	13.50	
9. Anonyme	5 volumes	127.10	
Total	500 volumes	8,829.75	

Faculté St Jean

~~TABLE XXIII~~

University of Alberta Library

Annual Collection Growth

1987/88

Category	Initial holdings	Vols/items added	End of Year holdings	GRAND TOTALS
A. **BOOKS** (Annual Collection)	15717	0	15717 ✓	
New titles	56,522	2067	58,589 ✓	
~~Added copies (Micro+Per.)~~				
Periodical vols. added	2,597	223	2820 ✓	
Total		0	0	
Volumes withdrawn	0			
Net additions			- 77327	
~~Net growth~~				
B. **GOVERNMENT PUBLICATIONS**		536		
Government Publications	7,920	~~980~~	- 8,900 ✓	
~~Science (Catalogued)~~				
~~Uncatalogued~~		444		
Total (Catalogued)	7920	980	8900	
TOTAL → Micromaterials not included above	0	0	0	
C. **PERIODICALS**				
New titles received				
Cancelled or ceased				
Net growth	344	0	344	
D. **MICROFORMS**				
Film				
Fiche				
Card				
Print				
Total				
Grand Total	12532	1536	- 14068 ✓	

Excluded from additions as we are not adding titles but volumes.

A.V.

1 1

We exclude added copies as any new added copies are already included in volumes received